Proof of distributing meeting outcomes to stakeholders

Email to stakeholders:

To: stakeholder34@gmail.com

From: spandanm33@gmail.com

Subject: Meeting summary documents.

Greetings,

I would like to give you a rundown of the meetings I had gathered. All the meeting's materials have been compiled and summarized, and they are attached to this email.

I also provide you access to the corporate meeting's two-meeting summary document from Google drive. I've attached the meeting summary I created to this email.

I'm looking forward to your response. Please do not hesitate to reply me for clarification. I am looking forward to your response.

Regards,

Spandan